

15 April 1963

MEMORANDUM FOR THE RECORD

Subject: Items discussed with [] on 11 April 1963

I. Highlights of Staff Activities on Monthly Report

1. Utilization of Surplus Property -- I called particular attention to utilization [] in surplus property during the month of March.
2. Records Center Activities -- The volume of records destroyed and transferred from the Center exceeded by approximately 800 cu. ft. ~~the~~ volume received.
3. Survey of Cable Archives -- Survey completed. Report submitted and copies made available to [] for distribution to Cable Secretariat, DDP [] and [] (Exec. Directors' Office).
I left a copy of the Report with []
4. Survey of WH Registry -- Discussed purpose, coverage of other registries for comparison and plan to observe a full days operation beginning at approximately 6:30 A.M.
5. Survey of DDR Registry -- Purpose is to determine extent of control, organizational location of control and distribution functions and development of new procedures.

II. Personnel

1. New Employee, []
2. Utilization of [] from Records Center.
3. Promotions -- I received permission from [] to proceed with the development of a Job Description for an Analyst position at GS-13 level.

STAT IV. Survey of Executive Registry -- I advised [] that [] had asked me to undertake a survey of the Organization and Procedures of the Executive Registry. He has discussed this with Mr. Kirkpatrick and Mr. Kirkpatrick wants us to do this as soon as we can. I have tentatively agreed to start the Survey about 29 April

STAT V. A.R.E.A. Conference 6-7 May.

STAT [] agreed that I should attend this conference.

STAT VI. Status of our T/O

1. I requested a copy of the T/O.

STAT 2. [] advised me that from a bookkeeping viewpoint it may be necessary to transfer the Records Center T/O to []. He explained this did not involve career service, cutting new personnel actions, or any change in administration. He said that this was necessary along with a number of other similar changes in the Office of the DDS to reduce the number of personnel now attached to the DDS immediate office. I advised him that I had no personal objection, but at one time the Records Center was under [] and although there were no problems from the standpoint of administration, there were a number of complicating circumstances which motivated [] the Records Center T/O be transferred back in the Records Management Staff.

STAT VII. []

STAT I advised [] that at the request of [] DODS, I arranged for [] to meet the Archivist of the United States, Dr. Grover and his Deputy, Dr. Bahmer.

STAT IX. Disposition of Applicant Files by Office of Personnel

STAT 1. I called [] attention to the fact that nothing had been heard from the Office of Personnel with respect to the status of destroying the Applicant Files. He promised to let me know as soon as possible. I called his attention to my Memo to the DDS and to him dated 29 Oct. '62. He wished that I retain these and promised action soon.